

Emergency Abnormal Conditions

Injury and Illness

- a. If you become aware of a seriously ill or injured person, you should:
 - (1) Call for emergency medical personnel by dialing 9-911 from a campus phone or 911 from a cell phone.
 - (2) Give the dispatcher as much information as possible about the injury or illness and the location of the victim.
 - (3) Do not attempt to move a seriously injured person.
 - (4) Remain with the person until the police or emergency medical personnel arrive.
 - (5) If the injured person is an employee, contact their supervisor and/or Safety Coordinator as soon as possible.
- b. Non-Emergency 'On the Job' Employee Injuries. Any employee, regular or term, or a student worker, who sustains a **Non-Emergency** job-related injury or illness in the course of employment with the Institute, must notify their supervisor immediately and contact the HR Office at 393-7226 before seeking medical treatment.
- c. The '**Accident Report**' and '**Supervisor's Report**' forms are available at <http://personnel.utsi.edu/work-comp.htm>. Completed forms must be delivered to the HR Office within 48 hours of injury/illness. Once the completed forms are received, the claim will be filed for you by Sedgwick CMS. The claims representative will be in contact with you to answer questions, and help you return SAFELY to work. For more information, see UT Human Resources Policy No. 397, Workers Compensation, <http://personnel.utsi.edu>.